

Selection and Constitutional Review Committee

Notice of a meeting, to be held in the Council Chamber, Civic Centre, Tannery Lane,
Ashford, Kent TN23 1PL on Tuesday, 7th May 2013 at 7.00 pm.

The Members of this Committee are:-

Cllr Clarkson (Vice-Chairman)
Cllrs Bennett, Chilton, Davey, Davidson, Davison, Mrs Dyer, Galpin, Mrs Heyes, Howard,
Mrs Martin, Conservative Vacancy

N.B. Under the Council's Public Participation Scheme, members of the public can submit a petition, ask a question or speak concerning any item contained on this Agenda (Procedure Rule 9 refers)

Agenda

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Nos.

1. **Apologies/Substitutes** – To receive Notification of Substitutes in accordance with Procedure Rule 1.2 (iii)
2. **Declarations of Interest (see “Advice to Members” overleaf)**
 - (a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the Council Chamber for the whole of that item, and will not be able to speak or take part (unless a relevant Dispensation has been granted).
 - (b) Other Significant Interests (OSI) under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the Council Chamber before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) Voluntary Announcements of Other Interests not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:
- Membership of outside bodies that have made representations on agenda items, or
 - Where a Member knows a person involved, but does not have a close association with that person, or
 - Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute an OSI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG's Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5962/2193362.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, and a copy can be found with the papers for that Meeting.
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Head of Legal and Democratic Services and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

3. **Minutes** – To approve the Minutes of the Meeting of this Committee held on the 6th December 2012

Part I – For Decision

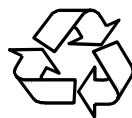
4. Single Grants Gateway Panel – Terms of Reference
5. Background and Principles of Political Balance and Administrative Structure
6. Representation on Outside Bodies/Organisations
7. Annual Meeting – Order of Proceedings – Please see attached copy of the usual procedures. The Committee is requested to consider and advise on the identity of the Members to be nominated to the positions to be filled at the Annual Meeting of the Council and determine the proposers and seconders of the same

Part II – For Information

None for this Meeting

DS/AEH
26th April 2013

Queries concerning this agenda? Please contact Danny Sheppard:
Telephone: 01233 330349 Email: danny.sheppard@ashford.gov.uk
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Selection & Constitutional Review Committee

Minutes of a Meeting of the Selection & Constitutional Review Committee held in Committee Room No.2 (Bad Münstereifel Room), Civic Centre, Tannery Lane, Ashford on the 6th December 2012

Present:

Cllr. Wood (Chairman);
Cllr. Clarkson (Vice-Chairman);
Cllrs. Bennett, Chilton, Davison, Galpin, Heyes, Hicks, Howard, Mrs Martin

In accordance with Procedure Rule 1.2 (iii) Councillors Heyes and Hicks attended as Substitute Members for Councillors Mrs Heyes and Mrs Dyer respectively.

Apologies:

Cllrs. Davey, Davidson, Mrs Dyer, Mrs Heyes.

Also Present:

Cllr. Smith

Senior Member Services & Scrutiny Support Officer.

226 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 10th May 2012 be approved and confirmed as a correct record.

227 Flying of Flags at the Civic Centre

The report sought approval to delegate determination of which flags were displayed on the Civic Centre flagpoles to the Chief Executive in consultation with the Leader of the Council or the Deputy Leader in his absence. In response to a question it was explained that this delegation was an attempt to make things easier and give the Council the flexibility to react to events, within statutory guidelines, rather than having to apply for planning permission to fly flags which would take a minimum of six weeks.

Recommended:

That the process for determining which flags are displayed on the Civic Centre flagpoles be delegated to the Chief Executive in consultation with the Leader of the Council or the Deputy Leader in his absence.

228 Parish Forum – Community Forum Representation

The report asked for an update to the Terms of Reference of the Parish Forum to reflect the basis upon which representatives from the Urban Community Forums in Ashford attended the Parish Forum. The Chairman directed Members attention to the addendum paper which proposed a minor amendment to the recommendation.

Recommended:

That the Terms of Reference of the Parish Forum be updated to reflect the fact that Community Forum representatives have equal standing to Parish Council Members of the Forum.

229 The Future of the Ashford Borough Council Tenants Forum – A Move Towards a Panel

The Chairman considered that this report was not strictly a matter for this Committee to resolve. The Committee was happy to leave it to the Head of Service and Cabinet Member to implement the Panel as it appeared to be a Service based matter that did not need approval from this Committee. References to the previous Tenants Forum would be removed from the Council's Constitution.

230 The Community Right to Bid

The Cabinet meeting on the 11th October 2012 considered a report which set out the framework upon which the regulations associated with the Community Right to Bid provision would operate. As part of the various resolutions there was a recommendation to approve a delegation to the Head of Legal & Democratic Services.

Recommended:

That the Head of Legal & Democratic Services be delegated authority to maintain the register of community assets and the register of unsuccessful applications, and to serve all necessary notices in connection with the Community Right to Bid process.

231 Member Training Panel

The report set out a formal Terms of Reference for the Member Training Panel and a number of other measures to raise the profile of the Panel. The Chairman of the Panel attended and said he was pleased to see the paper and its contents and supported them wholeheartedly. The issue had been raised through Audit Committee which had raised the skills, capacity and experience of Members as a risk, so it was an important issue. The Audit Committee had also raised the issue of particular training for Members who were appointed to Trusts on behalf of the Council and this was one of the first issues he was keen to take forward.

Recommended:

- That**
- (i) the Terms of Reference of the Member Training Panel at Appendix 1 to the report be approved and added to the Council's Constitution.**
 - (ii) the Panel meet at least once a year (preferably in the spring) to review the past Municipal Year and look ahead to the forthcoming year.**
 - (iii) the Panel produce an annual report at the end of each Municipal Year to be presented to the Cabinet.**

232 Questions/Speaking at Meetings

The report sought approval of some suggested amendments to the Council's Scheme of Public Participation to enable a better standard of public participation and to benefit members the public who would like to raise issues at Council meetings.

Recommended:

That the Scheme of Public Participation in the Council's Constitution be amended as per Appendix 1 to the report.

DS

Proposed Amendments to the Terms of Reference of the Single Grants Gateway Panel

At the meeting of the Single Grants Gateway Panel on 20th February 2013 the Panel agreed in principle that the Terms of Reference of the Single Grants Gateway Panel required amending as the list of External Representatives was out of date. Ashford Chamber of Commerce and Industry had been taken over by the Kent Invicta Chamber of Commerce and Ashford Community Network Board had ceased to operate.

Therefore it is proposed that the list of External Representatives be reduced to Kent Invicta Chamber of Commerce and Active Ashford. This would result in a reduction in the number of External Representatives by two.

A revised Terms of Reference is attached, insertions are shown in italics and deletions are struck through.

Recommended:

That the Selection and Constitutional Review Committee approves the revised Terms of Reference of the Single Grants Gateway Panel.

Single Grants Gateway Panel

Membership: 5 Members including relevant Portfolio Holder and 4-2 external representatives*

Terms of Reference

1. To consider recommendations from the Head of Cultural & Project Services on the allocation of revenue, capital, change/emergency grants, loans and non-domestic discretionary rate relief over £1,000 and up to £10,000, in line with the Council's Policy for Funding and Support of Voluntary and Community Organisations.

Each application to be assessed by the Panel in terms of the Council's funding priorities, budget position, the stated benefits of the project, its social value, value for money and taking account of the recommendation of the Head of Cultural & Project Services.

The Head of Cultural and Project Services has delegated powers to determine grants up to £1,000 subject to an assessment of the application against assessment criteria and the usual consultation with Ward Members and partner funders; any disagreements arising should result in the relevant application being referred to the next meeting of the Single Grants Gateway Panel for decision.

2. To consider recommendations from the Corporate Funding Team on the allocation of Community Services Grants, in line with the Council's Policy for Funding and Support of Voluntary and Community Organisations and Guidance for Applicants.

Each application to be assessed by the Panel in terms of

- the Council's funding priorities and budget position
- the direct benefits and any wider/social benefits of the project or service
- value for money and
- the views and recommendations of the Corporate Funding Team.

The Cabinet (Executive) committee has power to determine such allocations as part of the Council's annual budget setting process.

Notes

1. All applications submitted for the panel's consideration will have already been judged to meet the following eligibility criteria (and any additional entry criteria for the specific scheme) in order to pass through the gateway.

Eligibility Criteria for Single Grants Gateway

- Not-for-profit organisations with either charitable status OR a constitution with a formally appointed management committee OR a parish council (not NNDR). No individuals, public sector or private business.
- Non-political.
- Operating in Ashford borough and/or serving borough residents in accordance with the Council's Corporate Funding Priorities.
- Service or project open to any resident in the borough (unless clear, non-financial justification for targeting or prioritising client group).
- Not for projects already started or completed, or to replace funds already spent.
- Not for mainstream public services e.g. health, education provision; or religious instruction.
- Bank or Building Society account in the organisation's name.
- Accounts either audited or signed by Chair or Treasurer OR if new organisation less than a year old, 12 month cash flow forecast and balance sheet to date signed by Chair or Treasurer.
- No more than 12 months' running costs in unrestricted/free reserves.
- Must have relevant safeguards, insurances and policies in place i.e. public liability insurance, health and safety, child protection policy.

- *2. The external representatives shall be: -
~~2 from Ashford Community Network Board,~~ 1 from Active Ashford Board or its successor organisation, and 1 from ~~Ashford Chamber of Commerce and Industry.~~ Kent Invicta Chamber of Commerce.

Part 3
Responsibility for Functions
Appendix 2
Cabinet (Executive) Functions (Split) –
Groups

3. Only Members or substitute Members, and Council Officers are permitted to attend meetings (except meetings to consider Community Services Grants), together with appropriate Ward Members and applicants, with the consent of the Chairman.
4. For revenue, capital, change/emergency grants, loans and rate relief, to meet three times per financial year in May, October and January to consider shortlisted applications from rounds closing in March, August and November respectively; or at the discretion of the Chairman.
5. For Community Services Grants, to meet once per financial year in September to endorse applications recommended by the Corporate Funding Team for the annual round closing in June; or at the discretion of the Chairman.

Amended by Minute Number: 370/2/11

Selection and Constitutional Review Committee

7th May 2013

Report of the Head of Legal and Democratic Services

Background and Principles of Political Balance and Administrative Structure and Changes to Committee Membership

Purpose of Report

To re-consider the political balance for the Authority agreed at the Council Meeting on the 19th July 2012 arising from the Notice given to the Proper Officer that Cllr Bell has rejoined the Conservative Group on the Council. It is not possible to enclose a draft political balance calculation with this report as it cannot be finalised until the outcome of the by-election for the Saxon Shore Ward is known on Friday 3rd May 2013. Following the result of the by-election a draft balance will be sent to Group Leaders for their consideration and the balance will be tabled at the meeting on 7th May 2013. The report also details the changes made to the composition of the Cabinet and deals with the establishment of two new Advisory Committees to Cabinet and other associated issues. The establishment of the two new Committees has also been incorporated in the draft political balance calculation.

External Consultees

None.

Internal Consultees

The Leaders of Groups on the Council.

Financial/Legal and Human Rights Implications

The Authority is required to adopt a political balance which complies with the Local Government and Housing Act 1989 and associated regulations. Alternative arrangements are permitted only if no individual Member votes against the proposal.

Staffing Implications

None.

Environmental Implications

None.

Corporate Strategy

Not relevant in the context of this report.

Introduction

1. Tabled at the meeting will be Appendix A which will contain details of the draft political balance calculation for 2013/14 for agreement at the Full Council. This will reflect the decision of Cllr Bell to rejoin the Conservative Group and the outcome of the Saxon Shore by-election. Appendix B, which will also be tabled, will set out details of Members to be appointed to seats on the various committees etc by Group Leaders.

Background and Principles of Political Balance

2. The Local Government and Housing Act 1989 (as amended) requires the Council to allocate seats on its Committees and Sub-Committees to political groups in proportion to their relative strengths on the Council.
3. In allocating seats a number of principles must be adhered to, namely:-
 - (a) A political group (where there is more than one) may not have all of the seats on a Committee or Sub-Committee.
 - (b) The majority of seats must be allocated to the majority group. This allocation is calculated by reference first, to the total number of seats available on ordinary Committees of the Authority and secondly, to the total number of seats available on ordinary Sub-Committees. The regulations further provide:-
 - (i) That the total number of seats on the Council's Ordinary Committees must be allocated in the proportion as is borne by the number of members of any group to the membership of the Authority as a whole.
 - (ii) The seats on the Council's Ordinary Committees and Sub-Committees as a whole must be allocated in proportion to the political groups' membership of the appointing Council.

Establishment of two new Committees – The Transport, Highways and Engineering Advisory Committee and the Education and Vocational Skills Advisory Committee

4. The Leader of the Council has signified his wish that two new Advisory Committees to Cabinet be established. The Transport, Highways and Engineering Advisory Committee and the Education and Vocational Skills Advisory Committee will each be comprised of eight Members and be politically balanced to ensure cross party representation. The Committees will act as advisory committees to the Cabinet. The meetings will be held in public and will be subject to the usual Access to Information requirements in terms of the publication of Agendas and Minutes. The Political Balance Calculation has been amended to reflect their establishment and later in the meeting Group Leaders will be able to nominate Members to take up their allocated seats on both Committees. A summary of their respective roles is set out below and detailed Terms of Reference are attached as Appendix C and D. The Committee is asked to recommend to Council that the two Committees be established and the Terms of Reference agreed for inclusion within the Constitution. The Committee is also asked to recommend to the

Council the names of those Members to be appointed to the Committees and the Chairmen and Vice Chairmen.

Transport, Highways and Engineering Advisory Committee – summary of role

The primary purpose will be to influence and advise on all forms of transport provision that affect the borough, liaising with transport providers to ensure seamless provision; to consider and influence highways issues in terms of traffic management .

Education and Vocational Skills Advisory Committee –summary of role

The primary purpose will be to work with a new college provider; explore and act as the interface for further and higher education provision, seeking out business opportunities overseas.

Draft Terms of Reference for both of the Advisory Committees are attached as Appendices C and D.

Forums

5. There are currently three Forums constituted by the Council, namely Transport, Nature Conservation and the Parish Forum. Set out below are changes the Leader of the Council wishes to make.

(a) Transport Forum

It is the intention that the role of the Transport Forum will be largely subsumed into the new Transport, Highways and Engineering Advisory Committee and therefore it is the wish of the Leader of the Council that the Transport Forum be disbanded.

(b) Nature Conservation Forum

The Leader of the Council wishes to combine the work of the Nature Conservation Forum with the current Environmental Forum which was established by the Portfolio Holder. The name of the new Forum will be the Conservation and Environment Forum. The Forum shall be comprised of 8 Members and be cross party.

Lead Members

6. Lead Members were established in May 2012 and covered Economic Development, Procurement and IT and the Romney Marsh. The Leader of the Council has now reviewed the positions of Lead Members and has advised that he will not be renewing existing appointments for the 2013/14 Municipal Year and would not be making any further appointments.

Cabinet, Cabinet Portfolios and Cabinet Task Groups

7. At the meeting of the Council held on the 18th April 2013, Councillor Clarkson was elected Leader of the Council until the Annual General Meeting in 2015. At the meeting Councillor Clarkson appointed Councillor Claughton as his Deputy Leader and also advised that he had appointed the following Members to the Portfolio positions indicated.

Community and Wellbeing	(Deputy Leader) Councillor Claughton
Tourism and the Rural Economy	Councillor Mrs Bell
Culture and the Environment	Councillor Mrs Blanford
Town Centre and Urban Economy	Councillor Galpin
Transportation, Highways and Engineering	Councillor Heyes
Housing and Customer Services	Councillor Hicks
Young and the Elderly	Councillor Howard
Planning and Development	Councillor Robey
Resource Management and Control	Councillor Shorter

A copy of the Portfolio Holder responsibilities is attached as Appendix E.

Cabinet Task Groups

The issue of Cabinet Task Groups will be subject to a separate report to the Cabinet in due course.

Recommendations

That:

- (i) the Committee recommends the adoption of the political balance of the Authority in Appendix A (which will be tabled at the meeting) subject to the Council agreeing that the requirements of the Political Balance Regulations be not applied to the Membership of the Joint Transportation Board. Appeals and the Audit Committees and the Sub-Committee of the Licensing and Health and Safety Committee established under the Licensing Act 2003 and Gambling Act 2005.**
- (ii) a Transport, Highways and Engineering Advisory Committee and an Education and Vocational Skills Committee be established, each comprised of eight members, and the Terms of Reference attached at Appendices C and D be approved.**
- (iii) the Independent Members Remuneration Panel be asked to consider an appropriate Special Responsibility Allowance for the Chairmen and Vice Chairmen of the new committees set out in (ii) above, possibly at a similar level to those currently paid the Chairman and Vice Chairman of the Joint Transportation Board.**
- (iv) the following Committees be constituted for the Municipal Year as detailed in Part 3 of the Constitution:**

**Audit
Overview and Scrutiny
Planning
Selection and Constitutional Review**

**Licensing and Health and Safety
Appointments
Appeals
Standards
Transport and Highways Advisory Committee
Education and Vocational Skills Advisory Committee
Joint Arrangements – Joint Transportation Board**

NB: Details of Members appointed to Membership of each Committee etc by Group Leaders is shown in Appendix B.

Note: This will be subject to amendments from Group Leaders.

- (v) the Council appoint the Chairman and Vice Chairman for each Committee etc as shown in Appendix B (to be tabled)**
- (vi) the Scheme of Cabinet (Executive) and Council Delegations as set out in Part 3 of the Constitution be reaffirmed.**
- (vii) the Portfolio Holder responsibilities set out in Appendix E be noted**
- (viii) the intention of the Cabinet to reconstitute the Forums and Groups as listed in Part 3 Appendix 2 to the Constitution be noted, subject to the deletion of the Transport Forum and the merging of the Nature Conservation Forum with the Environmental Forum to form the Conservation and Environment Forum.**
- (ix) it be noted that no further appointments of Lead Members will be made.**

Terry Mortimer
Head of Legal and Democratic Services

APPENDIX C

Transportation, Highways and Engineering Advisory Committee (whose primary purpose will be to influence and advise on all forms of transport provision that affect the borough, liaising with transport providers to ensure seamless provision; to consider and influence highways issues in terms of traffic management).

Membership *(See paragraph 4 of main report)*

Eight ABC Members, politically balanced to ensure cross party representation.

Terms of Reference

An Advisory Committee whose broad responsibility will cover four main areas for advising Cabinet on:

- Transportation:
 - (i) To examine and advise Members on service provision of all transport into, across or out of the borough (including rail, road, air and water). Ashford is a growing area and is particularly important as a gateway to Europe, as well as having the high speed link to London and the North. With the potential development of either Lydd or Manston airports in the future, Ashford is well placed to benefit from these communication links and the Committee will need to have an advisory role in this capacity as well.
 - (ii) To consider issues that affect existing and promote future integrated freight solutions, recognising the need to keep pace with technologies and future developments.
 - (iii) To liaise and co-ordinate the various transport providers (including public transport providers) into a seamless and effective system – locally, nationally and internationally.
- Highways:
 - (i) To provide research and advice to Cabinet on existing highways infrastructure, particularly with an increasing population leading to an increase in motor vehicle activity.
 - (ii) To advise the strategic transport authorities (via JTB) of the needs of the area, giving due regard to the condition and maintenance of roads.
 - (iii) To ensure the free flow of traffic that complements the development of Ashford.
 - (iv) To recognise the government declaration of possible regulation on rural roads and in villages, paying particular attention to ABC's policy of 30 mph through villages
 - (v) To liaise with any other internal groups, focussing on specific aspects of traffic management (e.g. overnight truck stop task group)
 - (vi) To ensure that optimum routing arrangements for HGVs through the

borough, to minimise the impact on residential areas and unsuitable roads.

- Engineering:
 - (i) To ensure that traffic management schemes, (including cycle ways and footways), highways furniture and signage are all appropriate, up-to-date and well maintained, liaising with JTB and Town Centre Action Team (T-CAT), as appropriate.
 - (ii) To facilitate the joining up of cycle ways – both within the borough and to those of adjoining boroughs.
 - (iv) To promote the provision and use of cycle ways, footways and public transport across the borough.
- Parking:
 - (i) To ensure that there is strategic provision of parking across the borough, both now and for the future.

Frequency of Meetings

Four times a year

Constitution of a Quorum

A quorum will be three of the voting Members of the Committee.

APPENDIX D

Education & Vocational Skills Advisory Committee (whose primary purpose will be to work with a new college provider; explore and act as the interface for further and higher education provision, seeking out business opportunities overseas).

Membership (See paragraph 4 of main report)

Eight ABC Members, politically balanced to ensure cross party representation.

Terms of Reference

An Advisory Committee whose broad responsibility will cover seven main areas for advising Cabinet on:

- (i) The interface with Further Education provision in the borough – particularly acting as a point of contact with the successors to K College.
- (ii) Working with Job Centre Plus, to promote vocational skills courses and apprenticeships throughout the borough, with ABC setting an example on employment, but also giving advice and support to other employers to undertake similar schemes.
- (iii) Working with local providers (e.g. dance studio) to investigate the opportunities for offering degree level courses, particularly in culture and arts subjects
- (iv) Examining the opportunities for an education provider to develop courses suitable for overseas students – particularly in respect of foundation (pre-honours) courses
- (v) Acting as the interface and facilitator for overseas business opportunities in education and skills sectors
- (vi) Exploring the potential for a University Technical College (UTC) in partnership with HE provision
- (vii) More generally to work in partnership with an education provider (Higher Education and/or Further Education) to develop educational/work programmes which address skills gaps within the borough or have a wider economic benefit.

Frequency of Meetings

Four times a year

Constitution of a Quorum

A quorum will be three of the voting Members of the Committee.

Functions and Powers of the Cabinet Split between Cabinet Members and Groups Constituted by the Cabinet to Assist in its Work

The role of the Cabinet is set out in Article 7. The functions of the Cabinet are those prescribed by the Act and the subsequent Amendment Regulations issued from time to time, and comprise all of the functions of the Council not exercised by the Council itself or delegated by the Council to a Committee or to an Officer. The manner in which the Council has divided the responsibility for functions to individual Members of the Cabinet is set out below.

NB: In connection with this Appendix, attention is drawn to the provisions of Appendix 3 which lists the functions not to be the responsibility of an Authority's Cabinet.

The Cabinet

To be responsible for any Cabinet functions which involve a recommendation to the Council including budget and policy proposals.

To be responsible for making key decisions on any matter determined in the schedule of key decisions and included in the budget.

To receive and respond to:

Reports to the Cabinet from the Overview and Scrutiny Committee, the Monitoring Officer and the Chief Finance (Section 151) Officer; and

Recommendations from Council.

Quorum

The quorum for a meeting of the Cabinet shall be one quarter of the total number of Members of the Cabinet (including the Leader of the Council) or three including the Leader, whichever is the larger.

For a Committee of the Cabinet the quorum shall be three.

(Part 4 Rules of Procedure – Cabinet Procedure Rules refer).

General Responsibilities: All Cabinet Members

1. To identify and encourage public participation and consultation ensuring effective communication of Council policies and strategies (as contained in the Corporate Plan and other plans) to all Members of the Council, staff, residents of the Borough, partners and stakeholders.
2. To promote the objectives of the Council as contained in the Corporate Plan.
3. To encourage external organisations to work in partnership with the Council.
4. To develop new policies consistent with the overall strategic approach of the Council.
5. To encourage an inclusive approach to the development of new or revised policies ensuring that other sections of the Council's structure and individual Members are able to contribute.
6. To establish targets and monitor performance in relation to the Council's policies and strategies.
7. To speak on behalf of the Council.
8. To represent the Council, on relevant external bodies to which they are appointed by the Council or Selection and Constitutional Review Committee.
9. To request or commission research or other studies on matters of policy or service provision whether external or via other parts of the Council's political management structure, subject to consultation with the Leader see below.
10. To refer to the Cabinet any matters with corporate implications.
11. To prepare responses to consultation papers issued by the Government and other organisations in relation to those functions within the purview of the Cabinet.
12. To give guidance on budget priorities.
13. To develop proposals for the effective use of land and property in partnership with other stakeholders where appropriate.
14. To receive representations from Councillors acting in their capacity as Ward Members in relation to the provision of services to residents within their area.
15. The appointed Deputy Leader of the Council will be able to act on behalf of the Leader in relation to the above duties and responsibilities when he or she is absent or unable to act. (Minute No. 532(v)/5/10 and Minute No. 342/12/10).

THE LEADER

Main Role

To provide visible political leadership to residents of the Borough, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.

Lead the development of local, regional, national and european policy and strategic partnerships.

Promote the objectives of the Council's Corporate Plan.

Duties and Responsibilities

To determine the size of the Cabinet and appoint between two and nine Members of the Council to the Cabinet.

To allocate areas of responsibility i.e., Portfolios to them and be able to remove them from the Cabinet at any time.

To determine the scheme of delegation for the discharge of the Cabinet functions of the Council and report to the Council all appointments and changes to the Cabinet.

To appoint one of the Members of the Cabinet to be his/her Deputy, to hold office until the end of the term of office of the Leader (unless the person resigns as Deputy Leader, ceases to be a Councillor or is disqualified or removed from office by the Leader).

To if he/she thinks fit remove the Deputy Leader from office, but must then appoint another person in his/her place.

To Chair the Cabinet.

To represent and act as an ambassador for the Council and to lead in developing strategic partnerships with agencies, residents of the Borough and stakeholders in relation to the delivery of strategic objectives and the provision of services to residents of the Borough.

To have overall responsibility for:-

- Developing and promoting new policies and strategies as necessary;
- Development, monitoring and implementation of the Corporate Plan;
- Setting performance targets relating to the objectives;
- Capital and Revenue budgets, ethical standards and probity and financial monitoring;
- Communicating the Council's values, vision and

THE LEADER

objectives to all members of the Council's staff, residents of the Borough, partners and stakeholders;

- Emergency Planning;
- Local Strategic Partnerships.
- Press, Public Relations & Civic Activities in liaison with the CEO and the Mayor.

Responsible for resource planning and management including:-

- Employee Relations and Policies related to staff employment;
- Equal opportunities policies related to staff employment and service delivery.

To ensure that systems exist to appraise the performance of senior managers.

To take up corporate membership of any appropriate body or organisation whose objectives are considered to be beneficial to the Council's own activities.

To submit proposals to the Cabinet on annual budget allocations.

Co-ordination of the implementation of policies and strategies, especially in relation to crosscutting issues, to achieve a corporate approach.

The Cabinet Member having:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Legal and Democratic Services
 - Corporate Policy
 - Press,Public Relations & Civic Activities
 - Emergency Planning
 - Personnel and Development
- (b) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

Delegation - None

Community & Wellbeing – Portfolio Holder Deputy Leader

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to community wellbeing including health, safety, disabled. .

Duties and Responsibilities

To have responsibility for monitoring and implementation of corporate plan objectives relating to community safety, health matters, partnerships (excluding the Local Strategic Partnership), voluntary sector and the Crime and Disorder Reduction Partnership by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Reviewing relevant areas of service provision including budgetary management;
- Interacting with the KCC, Parishes and Urban Area;
- Developing and promoting new policies and strategies as necessary.

The Deputy Leader having overall responsibility for:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Communications and publicity regarding your Portfolio;
 - Community Safety plus Crime & Disorder Reduction Partnership;
 - The Voluntary and Charitable Sector and overview of Welfare Reform;
 - Developing and monitoring the Community Strategy and Partnership working;
 - ‘Well being’ – The Health and Safety of all including the Disabled and Disadvantaged.
- (b) The power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

None:

Planning & Development – Portfolio Holder Cllr Robey

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the strategic corporate plan objectives relating to development and growth, and economic development.

Duties and Responsibilities

To have responsibility for monitoring the implementation of strategic corporate plan objectives relating to development and growth in the physical environment by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with the KCC, Parishes and Urban Area;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary.

The Cabinet Member having:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Planning and Development;
 - Local Development Framework;
 - Planning Policy review and up-date;
 - Communications and publicity regarding your Portfolio;
 - Ashford’s future growth in terms of the planning perspective.
- (b) the power to require a proposed non regulatory decision in any such area to be referred to the Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

Resource Management & Control – Portfolio Holder Cllr

Shorter

Main Role

Co-ordination and planning of Corporate Resources and Financial Services, including the implementation of an effective performance management framework.

Duties and Responsibilities

To have responsibility for resource planning and management, including monitoring expenditure, corporate land use and asset management, information technology, implementing audit plans and corporate governance (including risk management) by:-.

- Setting performance targets and indicators relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with the KCC, Parishes and Urban Area;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary;
- Development of shared service initiatives;
- Establishing the implementation and monitoring systems, in liaison with other Cabinet Members, to ensure that the management of departmental performance plans are consistent with corporate strategies and policies.

The Cabinet Member having:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Financial Services;
 - Resource Management, Control and staff liaison;
 - Property Maintenance including Asset Management and housing maintenance (but excluding Property Company holdings) and Emergency Planning;
 - Information Technology (Not including Customer Services);
 - Communications and publicity regarding your Portfolio;
 - Procurement
 - Corporate Governance (including internal audit).
- (b) the power to require a proposed decision in any such area to be referred to the

Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

Culture & The Environment – Portfolio Holder Cllr Blanford

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the delivery of environmental services.

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to recycling collection and management by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with KCC, Parishes and Urban Area;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary.

The Cabinet Member having:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - The Environment, Street Scenes including Roundabouts;
 - Recycling and Street Cleaning;
 - The Green Environment & Nature Conservation including Parks, Cemeteries and Play Areas;
 - Communications and publicity regarding your Portfolio;
 - The arts, culture and heritage.
- (b) the power to require a proposed non-regulatory decision in any area to be referred to the Cabinet for its consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

None

Housing & Customer Services – Portfolio Holder Cllr Hicks

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to all housing services, and Customer Services.

Duties and Responsibilities

To have responsibility for monitoring and implementation of corporate plan objectives relating to delivery of the Council's housing strategy, housing services and customer services by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with the KCC, Parishes and Urban Area;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary;

The Cabinet Member having overall responsibility for:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Housing Strategy;
 - Housing Revenue Account Services;
 - General Fund Housing Services (including social housing and homelessness);
 - Welfare arising from or connected with housing need;
 - Communications and publicity regarding your Portfolio;
 - Customer Services.
- (b) the power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

At meetings of the Supporting People Commissioning Body to exercise the powers and duties of the Cabinet to:-

- (i) agree the full Supporting People Strategy and Annual Plan which will detail all expenditure within the Supporting People Grant, all services, new high cost projects and the recharging rules;
- (ii) consider any significant changes to the Supporting People Strategy and Annual Plan;
- (iii) review the Supporting People Strategy and Annual Plan.

Youth & The Elderly – Portfolio Holder Cllr Howard

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Cultural Services in the area of the Young and the Elderly

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to the promotion of a safe and vibrant activities and advice for the young and thoughtful engagement with the elderly to meet their needs as they age.

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with the KCC, Parishes and Urban Area;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary.

The Cabinet Member having overall responsibility for:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Youth activities, sports, leisure, advice and career opportunities;
 - Active support for the elderly ageing population;
 - Communications and publicity regarding your Portfolio;
 - To liaise with the Deputy Leader regarding support for the isolated and lonely, and responsibility for public funded burials.
- (b) the power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

None:

Transportation, Highways & Engineering – Portfolio Holder Cllr B. Heyes

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Transportation, Highways, Engineering, Project Office, Environmental Health and Licensing.

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to Development Management by:-

- Setting Performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with the KCC, Parishes and Urban Area;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary;

The Cabinet Member having:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - All Public Transportation;
 - Highways and Traffic Management including Parking;
 - The Project Office and Engineering works;
 - Environmental Health and Licensing;
 - Communications and publicity regarding your Portfolio.
- (b) the power to require a proposed non-regulatory decision in any such area to be referred to the Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

None:

Town Centre Urban Economy – Portfolio Holder Cllr Galpin

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to the Town Centre and the Urban Economy.

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to the promotion of a safe and vibrant urban community and the development of the wider Town Centre as a mix of residential occupation, business, leisure and entertainment as a major economic driver by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with the parishes and the Urban Governance;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary.

The Cabinet Member having overall responsibility for:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Town Centre Activities and dynamics;
 - Town Centre image and attractiveness;
 - Communications and publicity regarding your Portfolio;
 - Town Centre facilities in liaison with relevant Portfolio Holders;
 - Town Centre interface with the wider Retail Offer;
 - Town Centre Economy & its interface with wider Urban Economy.
- (b) the power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation:

None

Tourism &The Rural Economy – Portfolio Holder Cllr C Bell

Main Role

Co-ordinating the activities of the Council which contribute towards achieving the corporate plan objectives relating to Cultural Services in the area of Tourism and the Rural Economy.

Duties and Responsibilities

To have responsibility for monitoring the implementation of corporate plan objectives relating to the promotion of a safe and vibrant rural community and the development of Tourism as a major economic driver by:-

- Setting performance targets relating to the objectives;
- Ensuring goals and milestones are met;
- Interacting with the parishes and KALC;
- Interacting with the KCC, Parishes and Urban Area;
- Reviewing relevant areas of service provision including budgetary management;
- Developing and promoting new policies and strategies as necessary.

The Cabinet Member having overall responsibility for:-

- (a) Overall responsibility for decision – making arrangements in the following areas:
 - Tourism;
 - The rural economy;
 - Communications and publicity regarding your Portfolio.
- (b) the power to require a proposed decision in any such area to be referred to the Cabinet for their consideration or determination.

To work together with other Cabinet Members to achieve the aims, objectives and action plans of the Council.

Delegation

None:

REPORT OF THE HEAD OF LEGAL & DEMOCRATIC SERVICES

7TH MAY 2013

REPRESENTATIVES ON OUTSIDE BODIES/ORGANISATIONS

Details of Outside Bodies/Organisations to which the Council makes appointments are detailed in the attached table. The Committee is asked to make nominations as indicated. Additional information is given below regarding Member Champions.

Member Champions

In line with the new Cabinet arrangements the majority of the previous appointments are no longer required as they have been absorbed into the new Portfolio positions. These include Climate Change, Media, Procurement and the Town Centre. The positions of Member Champion for Safeguarding Children and Twinning remain.

Members are reminded of the requirement to produce an Annual Report of the Organisations/Outside Bodies they are appointed to.

ASHFORD BOROUGH COUNCIL
APPOINTMENT/NOMINATION OF REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS
7TH MAY 2013

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2012/2013	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2013)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Action With Communities in Rural Kent	Cllr Burgess Substitute: Cllr Mrs Blanford					----- Substitute: -----
Alzheimer's Society – Ashford and Shepway Branch	Cllr Cloughton					-----
Ashford Almshouses & Parochial Charities	Cllr Hodgkinson Mr Koowaree Cllrs Cloughton Heyes	4 4 4 4	2 2 2 0	3 year period expiring 30/11/13 5 Year period expiring 31/5/14		Cllr Hodgkinson Mr Koowaree Cllr Cloughton Cllr Heyes
Ashford Choral Society	The Mayor – President			Ongoing		The Mayor – President
Ashford Community Arts Trust	Portfolio Holder for Culture & Recreation			Ongoing		Portfolio Holder for Culture & the Environment

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2012/2013	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2013)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Ashford Community Safety Partnership	Portfolio Holder for Community & Wellbeing	4	3	Ongoing		Portfolio Holder for Community & Wellbeing
Ashford Federation of the Arts	Cllr Adby	1	0			-----
Ashford's Future Company	Leader of the Council Alternate: Cllr Feacey	0	0			----- Alternate: -----
Ashford Leisure Trust	Cllr Hicks					-----
Ashford Mediation Service - Management Committee	Cllr Davidson Patron: The Mayor		7	Ongoing	✓	----- The Mayor
Ashford Museum Committee	Cllr Adby	5	2		✓	-----
Ashford Sure Start (Fifth Wave) Partnership	Cllr Chilton					-----
Ashford Town Centre Partnership: Management Board	Chief Executive Cllr Heyes Alternate: Cllr Howard			Ongoing		DISBANDED MARCH 2013

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2012/2013	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2013)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Ashford Town Centre Partnership: Marketing & Promotions Working Group	Cllr Davison Substitute: Cllr Adby					DISBANDED MARCH 2013
Ashford Winkle Club	The Mayor – Honorary Member			Ongoing		The Mayor – Honorary Member
Ashford Youth Forum Trustees	Portfolio Holder for Youth & Sport (Trustee) Cllr Adley (Council Rep)	2	2	Ongoing		Portfolio Holder for Youth & the Elderly (Trustee) -----
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Cloughton (Voting) Cllr Chilton (Non-voting)					----- -----
Dungeness Power Station Site Stakeholder Group	Cllr Burgess	3	3			-----
Elwick Club	Mayor and Mayoress (Honorary Members)			Ongoing		Mayor & Mayoress
Headcorn Aerodrome Consultative Committee	Member from the Weald North Ward (Cllr Mrs Dyer)			Ongoing		Member from the Weald North Ward (Cllr Mrs Dyer)
High Weald (AONB) Joint Advisory Group	Cllr Taylor				✓	-----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2012/2013	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2013)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Home Improvement Agency Support Group	Cllr Adley	3	0			-----
Home-Start, Ashford: Management Committee	Cllr Davey	1	1		✓	-----
Kennington Parochial Charities (Two Nominative Trustees)	Cllr Buchanan Cllr Sims	7 7	3 7	Annual Meeting 2016 (4 year period) Annual Meeting 2014 (2 year period)	✓	Cllr Buchanan Cllr Sims
Kent County Playing Fields Association	Portfolio Holder for Youth & Sport	2	1	Ongoing		Portfolio Holder for Youth & the Elderly
Kent Downs (AONB) Joint Advisory Committee and Executive Committee	Cllr Marriott					-----
Kent Downs and Marshes Leader Project	Cllr Burgess	3	3			-----
Kent Invicta Chamber – Economic Development Group	Cllr Galpin	10	5			-----
Leaders/Chief Executive Forum (formerly KALA)	Leader of the Council Substitute: Deputy Leader of the Council Chief Executive					Leader of the Council (Sub – Deputy Leader of the Council) Chief Executive

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2012/2013	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2013)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Local Children's Trust Board	Cllr Mrs Dyer					-----
Local Government Association:						
General Assembly	Cllr Taylor					-----
Urban Commission	Cllr Heyes	2	0			-----
Rural Commission	Cllr Mrs Blanford	2	1			-----
Marshlink Steering Group	Cllr Hicks	5	3			-----
Mid Kent Downs (AONB) Advisory Group	Cllr Mrs Blanford Substitute: Cllr Adby					----- -----
National Council on Inland Transport - Executive Committee	Cllr Burgess	7	4			-----
Parochial Church Council of St Mary's The Virgin Ashford Arts & Arts Development Sub-Committee	Cllr Claughton					-----
PATROL – Joint Committee	Portfolio Holder for the Environment			Ongoing		Portfolio Holder for Transportation, Highways & Engineering

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2012/2013	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2013)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Relate East Kent (Marriage Guidance Council)	Cllr Davidson	4	0			-----
River Stour Internal Drainage Board	Cllrs Hicks Mrs Martin Sims Smith Mr P Howard	3 4 4 4 4	3 3 2 2 2	Ongoing	✓	----- ----- ----- ----- Ongoing
Romney Marshes Area Internal Drainage Board	Cllr Burgess	3	2			-----
Sandyacres Trust	Cllr Michael					-----
Singleton Environment Centre Management Advisory Board	Cllr Hodgkinson	4	1	Annual Meeting 2015		Cllr Hodgkinson
South Ashford Youth Club - Management Committee	Cllr Davidson					-----
South East Employers	Cllr Taylor					-----
South Kent Dyslexia Association	Cllr French					-----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2012/2013	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2013)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Supporting People Commissioning Body	Portfolio Holder for Housing & Customer Services	4	2	Ongoing		Portfolio Holder for Housing & Customer Services
	Head of Customers, Homes & Property	4	4			Head of Customers, Homes & Property
SWAN Centre Site Management Committee	Cllr Smith Substitute: Cllr Adley					----- Substitute: -----
Tenterden Folk Day Trust	Cllr. Clokie	6	4			-----
Tenterden Leisure Centre Trust	Cllr Bennett	3	3		✓	-----
Tourism South East Council, Quarterly Forum and Annual Meeting	Cllr Bennett Substitute: Cllr Heyes				✓	----- Substitute: -----
Volunteering Ashford	Cllr Feacey					-----
Willesborough Charities - Nomination of Two Trustees	Cllr Davidson Cllr Mortimer					DISSOLVED DURING 2013
Willesborough Windmill Trust Limited	Cllr Davidson		6			-----
Wye Rural Museum Trust	Mr Farrant	5	3	May 2016		-----

Member Champions

TOPIC	EXISTING REPRESENTATIVE	NEW REPRESENTATIVES/NOMINEES
Safeguarding Children	Cllr Mrs Dyer	-----
Twinning	Cllr Bennett	-----

**ASHFORD BOROUGH COUNCIL
ANNUAL MEETING 16TH MAY 2013
ORDER OF PROCEEDINGS**

1. Election of Mayor

- (a) The Retiring Mayor enters the Council Chamber wearing robes and Chain and takes the Chair.
- (b) Prayer.
- (c) Retiring Mayor calls for nominations.
- (d) Nomination moved by Councillor Sims
- (e) Nomination seconded by Councillor Howard
- (f) Retiring Mayor declares the result of the election (where one nomination only it must be put to the vote).

2. Declaration of Acceptance of Office by the Mayor

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the new Mayor signs the Declaration after signifying acceptance.
- (b) The Robing Party then retires from the Council Chamber in the following order:-

Mace Bearer
Retiring Mayor
Chief Executive
New Mayor
Chaplain

NOTE: It is essential that the Retiring Mayoress and the new Mayoress are present in the Council Chamber from the commencement of the Annual Meeting, and in order that the new Mayoress may receive her Chain of Office both the Retiring Mayoress and the new Mayoress should leave the Council Chamber at the rear of the Robing Party. On return, in advance of the return of the newly elected Mayor, they should be escorted along with the retiring Mayor, into the Council Chamber and take their respective seats.

- (c) The Robing Party then returns to the Council Chamber in the following order:-

Mace Bearer
Mayor
Chief Executive
Chaplain

3. Appointment of Mayor's Chaplain

- (a) Prayer.

4. Vote of thanks by the Mayor for his Election

5. **Vote of thanks to the Retiring Mayor and Mayoress**

- (a) Moved by Councillor _____
- (b) Seconded by Councillor _____
- (c) Presentation of Badges by the Mayor to the Retiring Mayor and Mayoress.
- (d) Presentation of a gift by the new Mayoress to the Retiring Mayoress.

6. **Response by the Retiring Mayor**

- (a) Presentation of floral gift by the Retiring Mayoress to the new Mayoress.

7. **Election and Appointment of Deputy Mayor**

- (a) Mayor calls for nominations.
- (b) Proposed by Councillor _____
- (c) Seconded by Councillor _____
- (d) Following election, Mayor declares result of the vote.

8. **Declaration of Acceptance of Office by the Deputy Mayor**

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the Deputy Mayor signs Declaration after signifying acceptance.
- (b) Deputy Mayor invested with Chain of Office by the Mayor.
- (c) Deputy Mayoress invested with Chain of Office by the Mayor and presented with a floral gift by the Mayoress.

9. **Apologies for Absence**

10. **Declarations of Interest**

11. **Minutes**

To consider the Minutes of the meeting of the Council held on the 18th April 2013.

12. **Announcements**

To receive any announcements from the Mayor.

13. To consider the Minutes of the Selection and Constitutional Review Committee held on the 7th May 2013.

14. To consider the Minutes of the Meeting of the Cabinet held on the 9th May 2013.